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ODP Ben

23 October 1981

MEMORANDUM FOR: Deputy Director for Applications  
Deputy Director for Processing  
Chief, Special Projects Staff

FROM: [REDACTED]  
Chief, Program & Budget Group

SUBJECT: FY 1981 Accomplishments

1. Although we have not received the formal call for material for the 1983 Congressional Budget Justification Book (CBJB), our 1981 accomplishments will be part of the material required.

2. Please prepare a brief description of your most significant accomplishments during FY 1981 which attest to the value and necessity of your resources. Be as specific as possible and as detailed as you need to be to provide a good view of the importance of the work accomplished.

3. The accomplishments should be in order of importance with the most important listed first. If known, include man-years of work and the funds required to support the accomplishment. Where possible, productivity data or other quantitative information as well as external evaluations or assessments of performance should be provided.

4. I would like your 1981 accomplishments by 2 November 1981. If you need a copy of your 1980 accomplishments for reference, please call.

5. This memorandum confirms my call to you or your Deputy on 21 October.

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cc: C/MS  
PO/MS

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